United Nations ST/IC/2014/13

Secretariat

24 April 2014

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York.

2. The CPI for the month of February 2014 reflects a 1.09 per cent movement over the February 2013 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upward by 1.0 per cent, effective 1 March 2014.

3. In view of General Assembly resolution 68/253, the current rates of dependency and language allowances will remain unchanged.

4. The revised salary scales, which are contained in the annex to the present circular, will be implemented in the end of April 2014 payroll.

* The present circular, which cancels and supersedes circular ST/IC/2013/11 dated 4 April 2013, will be in effect until further notice.

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Annex

Revised salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 March 2014

Level		*STEPS*										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	73 935	77 030	80 126	83 222	86 317	89 413	92 509	95 604	98 700	101 796	104 891*
	(Gross pension)	70 911	73 795	76 681	79 566	82 449	85 336	88 220	91 107	93 992	96 877	99 762*
	(Total net)	56 015	58 151	60 287	62 423	64 559	66 695	68 831	70 967	73 103	75 239	77 375*
	(Net pension)	56 015	58 151	60 287	62 423	64 559	66 695	68 831	70 967	73 103	75 239	77 375*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	66 248	69 042	71 836	74 630	77 425	80 219	83 013	85 807	88 601	91 396	94 190*
	(Gross pension)	64 019	66 522	69 025	71 551	74 155	76 759	79 363	81 968	84 571	87 176	89 780*
	(Total net)	50 711	52 639	54 567	56 495	58 423	60 351	62 279	64 207	66 135	68 063	69 991*
	(Net pension)	50 711	52 639	54 567	56 495	58 423	60 351	62 279	64 207	66 135	68 063	69 991*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	59 303	61 778	64 304	66 830	69 357	71 883	74 409	76 935	79 461	81 987	84 513*
	(Gross pension)	57 743	60 007	62 272	64 536	66 801	69 066	71 345	73 703	76 059	78 416	80 773*
	(Total net)	45 884	47 627	49 370	51 113	52 856	54 599	56 342	58 085	59 828	61 571	63 314*
	(Net pension)	45 884	47 627	49 370	51 113	52 856	54 599	56 342	58 085	59 828	61 571	63 314*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	53 416	55 550	57 684	59 818	62 093	64 381	66 670	68 958	71 246	73 535	75 823*
	(Gross pension)	52 096	54 146	56 195	58 245	60 294	62 343	64 393	66 442	68 493	70 541	72 657*
	(Total net)	41 528	43 107	44 686	46 265	47 844	49 423	51 002	52 581	54 160	55 739	57 318*
	(Net pension)	41 528	43 107	44 686	46 265	47 844	49 423	51 002	52 581	54 160	55 739	57 318*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	48 062	49 997	51 932	53 868	55 803	57 738	59 673	61 725	63 800	65 875	67 951*
	(Gross pension)	46 948	48 805	50 665	52 524	54 382	56 242	58 099	59 959	61 817	63 676	65 534*
	(Total net)	37 566	38 998	40 430	41 862	43 294	44 726	46 158	47 590	49 022	50 454	51 886*
	(Net pension)	37 566	38 998	40 430	41 862	43 294	44 726	46 158	47 590	49 022	50 454	51 886*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	43 258	45 008	46 758	48 508	50 258	52 008	53 758	55 508	57 258	59 008*	
	(Gross pension)	42 321	44 006	45 688	47 372	49 055	50 738	52 421	54 104	55 787	57 469*	
	(Total net)	34 011	35 306	36 601	37 896	39 191	40 486	41 781	43 076	44 371	45 666*	
	(Net pension)	34 011	35 306	36 601	37 896	39 191	40 486	41 781	43 076	44 371	45 666*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	38 931	40 472	42 055	43 639	45 223	46 807	48 391	49 974	51 558*		
	(Gross pension)	38 132	39 654	41 175	42 696	44 217	45 739	47 260	48 782	50 302*		
	(Total net)	30 777	31 949	33 121	34 293	35 465	36 637	37 809	38 981	40 153*		
	(Net pension)	30 777	31 949	33 121	34 293	35 465	36 637	37 809	38 981	40 153*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 268
Second language	1 134

[a] This lower amount will apply only with respect to staff members for whom the allowance becomes payable on or after 1 September 2006.
[b] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 September 2006.
[c] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 March 2014

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*[a]
Language Teacher	(Gross)	80 345	83 180	86 014	88 849	91 684	94 519	97 354	100 188	103 023	105 858	108 693	111 528
	(Gross pension)	76 867	79 512	82 158	84 804	87 449	90 095	92 740	95 386	98 032	100 677	103 323	105 968
	(Total net)	60 438	62 394	64 350	66 306	68 262	70 218	72 174	74 130	76 086	78 042	79 998	81 954
	(Net pension)	60 438	62 394	64 350	66 306	68 262	70 218	72 174	74 130	76 086	78 042	79 998	81 954
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the level shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

[a] This lower amount will apply only with respect to staff members for whom the allowance becomes payable on or after 1 September 2006.
[b] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 September 2006.
[c] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 June 2004.

Language allowances: not entitled.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 March 2014

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	64 754	68 149	71 545	74 941	78 336
	(Gross pension)	62 676	65 720	68 762	71 840	75 006
	(Total net)	49 680	52 023	54 366	56 709	59 052
	(Net pension)	49 680	52 023	54 366	56 709	59 052
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	56 778	59 220	61 783	64 401	67 020
	(Gross pension)	55 319	57 667	60 013	62 359	64 708
	(Total net)	44 016	45 823	47 630	49 437	51 244
	(Net pension)	44 016	45 823	47 630	49 437	51 244
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	52 115	54 345			
	(Gross pension)	50 837	52 982			
	(Total net)	40 565	42 215			
	(Net pension)	40 565	42 215			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

[a] This lower amount will apply only with respect to staff members for whom the allowance becomes payable on or after 1 September 2006.
[b] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 September 2006.
[c] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 June 2004.

Language allowances: not entitled.

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 March 2014

		STEPS											
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
7	(Gross)	98 020	101 809	105 597	109 386	113 174	116 962	120 751	124 539	128 328*				
	(Gross pension)	93 348	96 883	100 418	103 952	107 564	111 356	115 147	118 937	122 728*				
	(Total net)	72 634	75 248	77 862	80 476	83 090	85 704	88 318	90 932	93 546*				
	(Net pension)	72 634	75 248	77 862	80 476	83 090	85 704	88 318	90 932	93 546*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	90 826	94 355	97 884	101 413	104 942	108 471	112 000	115 529	119 058*				
	(Gross pension)	86 654	89 944	93 233	96 524	99 814	103 105	106 394	109 921	113 450*				
	(Total net)	67 670	70 105	72 540	74 975	77 410	79 845	82 280	84 715	87 150*				
	(Net pension)	67 670	70 105	72 540	74 975	77 410	79 845	82 280	84 715	87 150*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	83 593	86 872	90 152	93 432	96 712	99 991	103 271	106 551	109 830*				
	(Gross pension)	79 907	82 964	86 023	89 082	92 139	95 199	98 257	101 315	104 373*				
	(Total net)	62 679	64 942	67 205	69 468	71 731	73 994	76 257	78 520	80 783*				
	(Net pension)	62 679	64 942	67 205	69 468	71 731	73 994	76 257	78 520	80 783*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	76 254	79 261	82 268	85 275	88 283	91 290	94 297	97 304	100 312*				
	(Gross pension)	73 062	75 867	78 671	81 476	84 279	87 085	89 889	92 693	95 498*				
	(Total net)	57 615	59 690	61 765	63 840	65 915	67 990	70 065	72 140	74 215*				
	(Net pension)	57 615	59 690	61 765	63 840	65 915	67 990	70 065	72 140	74 215*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	71 172	73 532	75 891	78 251	80 610	82 970	85 329	87 688	90 048	92 407	94 767*		
	(Gross pension)	68 423	70 539	72 724	74 925	77 126	79 327	81 527	83 729	85 930	88 131	90 331*		
	(Total net)	54 109	55 737	57 365	58 993	60 621	62 249	63 877	65 505	67 133	68 761	70 389*		
	(Net pension)	54 109	55 737	57 365	58 993	60 621	62 249	63 877	65 505	67 133	68 761	70 389*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	63 804	65 938	68 071	70 204	72 338	74 471	76 604	78 738	80 871	83 004	85 138	87 271	89 404*
	(Gross pension)	61 832	63 742	65 654	67 565	69 475	71 403	73 391	75 380	77 368	79 356	81 343	83 332	85 319*
	(Total net)	49 025	50 497	51 969	53 441	54 913	56 385	57 857	59 329	60 801	62 273	63 745	65 217	66 689*
	(Net pension)	49 025	50 497	51 969	53 441	54 913	56 385	57 857	59 329	60 801	62 273	63 745	65 217	66 689*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	56 685	58 468											
	(Gross pension)	55 227	56 941											
	(Total net)	43 947	45 266											
	(Net pension)	43 947	45 266											
	(NPC)	0	0											

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 268
Second language	1 134

[a] This lower amount will apply only with respect to staff members for whom the allowance becomes payable on or after 1 September 2006.
[b] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 September 2006.
[c] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 March 2014

Level		*STEPS*						
		I	*II*	*III*	*IV*	*V*	*VI*	*VII**
TC-8	(Gross)	90 586	93 716	96 846	99 977	103 107	106 238	109 368
	(Gross pension)	86 429	89 347	92 266	95 184	98 103	101 021	103 940
	(Total net)	67 504	69 664	71 824	73 984	76 144	78 304	80 464
	(Net pension)	67 504	69 664	71 824	73 984	76 144	78 304	80 464
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	84 939	87 890	90 841	93 791	96 742	99 693	102 643
	(Gross pension)	81 163	83 914	86 666	89 418	92 171	94 922	97 674
	(Total net)	63 608	65 644	67 680	69 716	71 752	73 788	75 824
	(Net pension)	63 608	65 644	67 680	69 716	71 752	73 788	75 824
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	79 293	82 064	84 835	87 606	90 377	93 148	95 919
	(Gross pension)	75 899	78 482	81 066	83 650	86 233	88 816	91 401
	(Total net)	59 712	61 624	63 536	65 448	67 360	69 272	71 184
	(Net pension)	59 712	61 624	63 536	65 448	67 360	69 272	71 184
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	73 670	76 257	78 843	81 430	84 017	86 604	89 191
	(Gross pension)	70 664	73 065	75 479	77 893	80 307	82 720	85 134
	(Total net)	55 832	57 617	59 402	61 187	62 972	64 757	66 542
	(Net pension)	55 832	57 617	59 402	61 187	62 972	64 757	66 542
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	68 041	70 448	72 855	75 262	77 670	80 077	82 484
	(Gross pension)	65 622	67 779	69 936	72 141	74 387	76 632	78 878
	(Total net)	51 948	53 609	55 270	56 931	58 592	60 253	61 914
	(Net pension)	51 948	53 609	55 270	56 931	58 592	60 253	61 914
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	62 400	64 633	66 867	69 100	71 333	73 567	75 800
	(Gross pension)	60 565	62 566	64 569	66 571	68 572	70 575	72 643
	(Total net)	48 056	49 597	51 138	52 679	54 220	55 761	57 302
	(Net pension)	48 056	49 597	51 138	52 679	54 220	55 761	57 302
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	57 004	58 912	60 880	62 926	64 972	67 019	69 065
	(Gross pension)	55 536	57 370	59 205	61 039	62 874	64 708	66 542
	(Total net)	44 183	45 595	47 007	48 419	49 831	51 243	52 655
	(Net pension)	44 183	45 595	47 007	48 419	49 831	51 243	52 655
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	51 719	53 461	55 203	56 945	58 686	60 459	62 328
	(Gross pension)	50 459	52 133	53 807	55 481	57 156	58 828	60 503
	(Total net)	40 272	41 561	42 850	44 139	45 428	46 717	48 006
	(Net pension)	40 272	41 561	42 850	44 139	45 428	46 717	48 006
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 268
Second language	1 134

[a] This lower amount will apply only with respect to staff members for whom the allowance becomes payable on or after 1 September 2006.
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Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
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Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.